Bangor University Talentlink User Guide

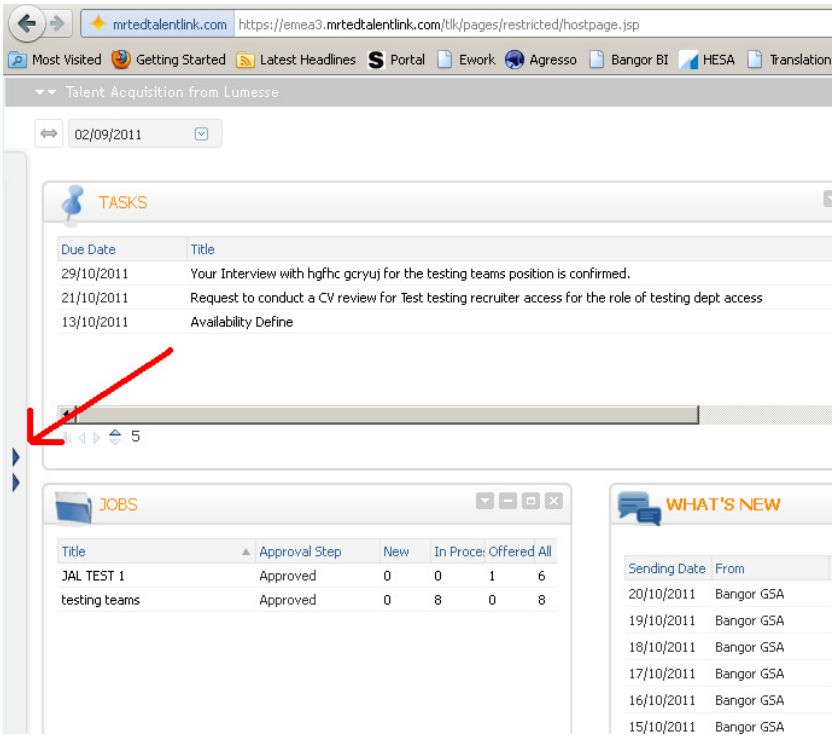
Guide 3: Viewing Applications

This guide describes the process for viewing job applications.

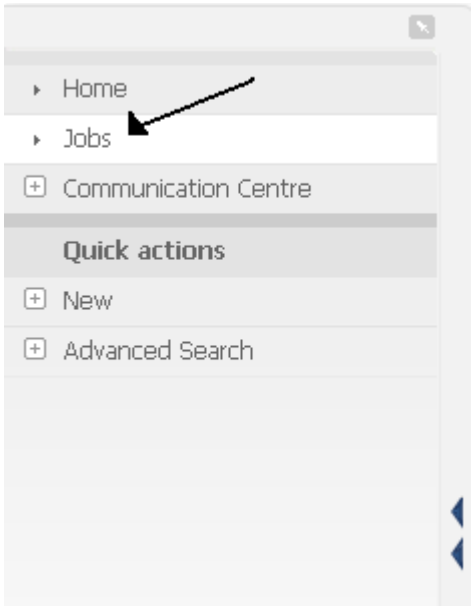
The process described here replaces the previous paper based process.

The short-listing panel members will only be able to view the applications once the job has closed.

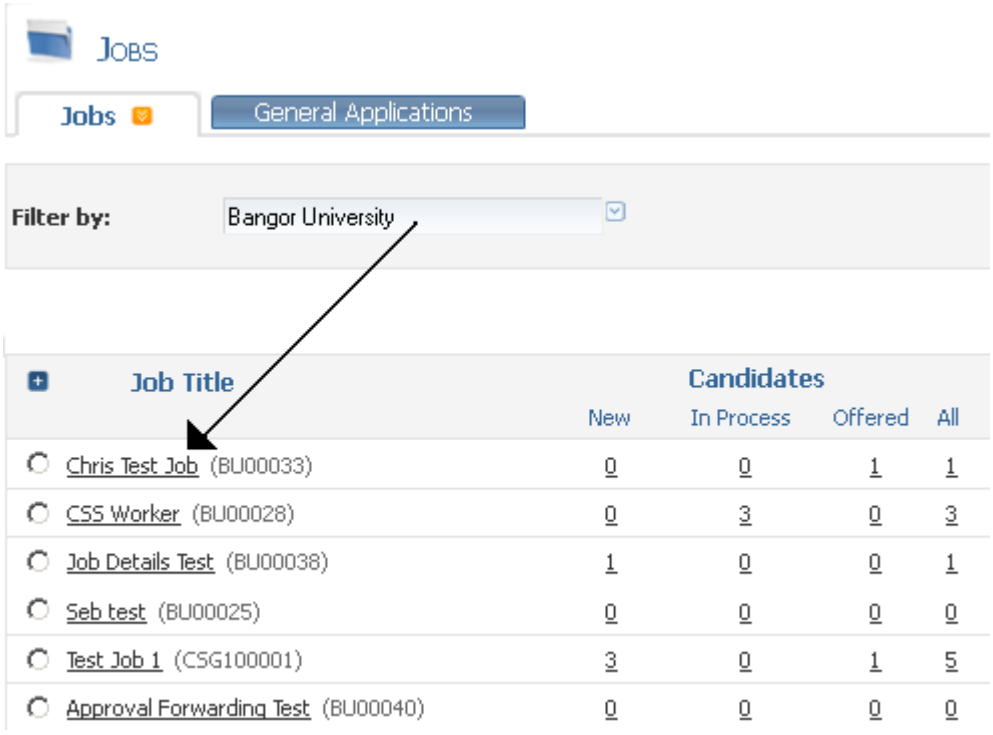
- Click the left-hand menu



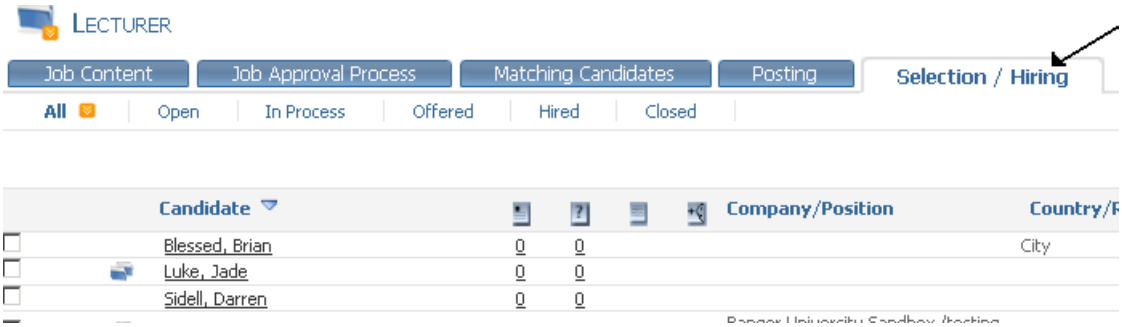
- Click **Jobs**



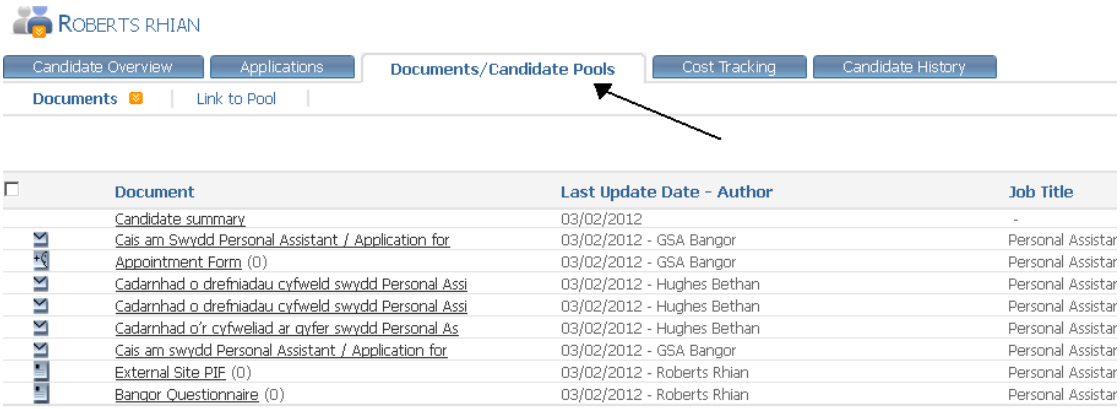
- From the **Jobs Page**, select the job for which you want to view the candidates



- Select the **Selection/Hiring** tab



- Click on the **person's name** and click the **Documents/Candidate Pools** tab


ROBERTS RHIAN
Candidate Overview
Applications
Documents/Candidate Pools
Cost Tracking
Candidate History
Documents
Link to Pool
Document
Last Update Date - Author
Job Title
Candidate summary 03/02/2012 -
Cais am Swydd Personal Assistant / Application for 03/02/2012 - GSA Bangor Personal Assistar
Appointment Form (0) 03/02/2012 - GSA Bangor Personal Assistar
Cadarnhad o drefniadau cyfweld swydd Personal Assi 03/02/2012 - Hughes Bethan Personal Assistar
Cadarnhad o drefniadau cyfweld swydd Personal Assi 03/02/2012 - Hughes Bethan Personal Assistar
Cadarnhad o'r cyfweliad ar gyfer swydd Personal As 03/02/2012 - Hughes Bethan Personal Assistar
Cais am swydd Personal Assistant / Application for 03/02/2012 - GSA Bangor Personal Assistar
External Site PIF (0) 03/02/2012 - Roberts Rhian Personal Assistar
Bangor Questionnaire (0) 03/02/2012 - Roberts Rhian Personal Assistar

- You can now see a list of the documents for that candidate
- Click on the name of the document to view it
- The document opens in a new window. There is a print option here.

The short-listing summary report, short-listing report matrix and interview scoring sheets are available from the systems section of the HR website.

Completed scoring sheets should be emailed to the appropriate HR recruiter.